

MAINTENANCE PERFORMANCE EVALUATION UDOT 06A-4

Effective: Feb 13, 1970

Revised: May 11, 1999

Purpose

To establish the procedure and to place responsibility for the conduct and documentation of the results of the Semi-annual (March-April and September-October) Maintenance Inspection. In general, the spring inspection is for developing work schedules, while the fall inspection is for evaluating the success of the maintenance program.

Policy

Evaluation of the performance of the maintenance function is to be conducted on a regular basis by all appropriate levels of management.

Evaluation frequency will vary depending upon the organization level as follows:

<u>Level</u>	<u>Frequency</u>
Station Supervisor	Daily and bi-weekly
Region Manager	Bi-weekly, monthly and semi-annually
Central Office Management	Quarterly and annually
Commission	Annually

Evaluation will consist of an analysis of reporting system data, comparison of actual performance with performance standards, and the conduct of field inspections and observations.

Evaluation will include identification of the need for (1) increased supervision; (2) training; (3) standard review; and, (4) a determination of program progress and personnel development.

The Maintenance Performance Diagnostic Chart on the following page shall be used as a guide in the Maintenance Performance Evaluation.

Procedures

CONDUCT AND UTILIZATION OF THE SEMI-ANNUAL MAINTENANCE INSPECTION UDOT 06A-4.1

Responsibility: Region/District Director and/or
Region/District Maintenance/Operations Engineer
Region Area Supervisor
Region Maintenance Analyst
Station Supervisor

Actions

1. Makes appointments to inspect the roads or meet with station personnel or both in each of the stations in the Region/District. It is the intent to hold two semi-annual inspections per year. During one of the inspections, all roads will be inspected as well as MMQA measures and/or other performance measures as developed by the Region/District. The other inspection can be organized to serve the Region/District's best interests, whether that be a full road inspection or working directly with individual station crews. It is the intent that all participants wear the approved safety attire while doing these inspections to promote management's commitment to safety
2. Conducts an inspection for purposes of:
 - (a) Identifying Region Authorized Maintenance Activities for the coming six months.
 - (b) Identifying Special Authority (Betterments and Block Grants) request projects or making plans for performance of approved Special Authority projects.
 - (c) Verify and update roads to be included in the maintenance preservation strategy to include paint needs and timing.
 - (d) Perform at least three MMQA measurements at each station during the inspection.
 - (e) Evaluating the accomplishments of the preceding six month period and the quality of the routine maintenance work.
 - (f) Identify Contractual Maintenance Projects.

Responsibility: Region/District Maintenance Analysts

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3. Completes the Semi-Annual Inspection report indicating the specific activities or projects authorized by the Region to be completed during the coming six month period.
4. Distributes one copy of the Inspection Report to the Station Supervisor, retains one copy at the Region office, and submits one copy to the Engineer for Maintenance.

Responsibility: Area Supervisor
Station Supervisor

5. Refers to Inspection Report during the development of plans and schedules.

Responsibility: Region Maintenance Analyst

6. Responsible for compiling specific items and generating a detailed report and individual assignments.

SEMI-ANNUAL INSPECTION
Report

INFORMATION TO BE REPORTED DURING THE SEMI-ANNUAL INSPECTION

The following information should be reported on each inspection summary sheet:

- Date of Inspection
- Team Membership
- Station Identification
- State Route,
- For each deficiency,
 - Location, Beginning and Ending Reference point
 - Description of the Problem (7D07, 7S69, etc...)
 - Assignment (person by their code number)
 - Date identified (month/Year)
 - Completion Date
 - Comments

Station (Yard and Building) Checklist

YARD

1. Sign Storage
2. Salvage Material Storage
3. Stock Piles
4. General Appearance
5. Outside Inventory

OPEN SHED

1. Appearance
2. Gas Dispensing Island
3. Storage of Inventory

MAIN STATION

1. General Appearance
2. Tool Storage
3. Stock Room
4. Rest Room
5. Oil Storage
6. First Aid Kit(s)
7. Fire Extinguisher(s)
8. Electrical
9. Heating
10. Painting
11. Plumbing
12. Bulletin Board

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- a. Current Department Directives
 - b. Work Schedules
 - c. EEO Posters
 - 1. EEO is The Law poster
 - 2. Notice Americans with Disabilities Act poster
 - 3. Representatives for EEO poster
 - d. Safety Information
 - 1. RCRA Emergency/Contingency Plan sheet
 - 2. OSHA - Safety and Health Protection On The Job poster
13. Tool Box Meeting Minutes

EQUIPMENT

- 1. Visual operating appearance of the equipment
- 2. Cleanliness
- 3. Equipment Jacket up to date

ROADWAY CHECKLIST

- 1. Drainage
- 2. Surface
- 3. Delineators
- 4. Signing
- 5. Painting (striping)
- 6. Litter
- 7. Vegetation
- 8. Fence
- 9. Mowing
- 10. Shoulders
- 11. Roadside Appurtenance

MMQA Check List